

**> BE COVID SAFE.  
HELP NSW STAY IN BUSINESS.**

## Your COVID-19 Safety Plan

### Entertainment facilities

#### Business details

Business name	The Crossing Theatre cinemas
Business location (town, suburb or postcode)	Narrabri
Select your business type	
Cinemas, theatres, concert halls	
Completed by	Scott Pollock
Email address	<a href="mailto:scottp@narrabri.nsw.gov.au">scottp@narrabri.nsw.gov.au</a>
Effective date	11 October 2021
Date completed	7 October 2021

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### Wellbeing of staff and customers

**Exclude staff and customers who are unwell from the premises.**

Agree

Yes

### **Tell us how you will do this**

All staff have been asked to stay at home if they are unwell or show any symptoms of COVID 19.

If any customers present with flu like symptoms they are asked not to stay

### **Provide staff with information and training on COVID-19 vaccination, including when to get tested, physical distancing, wearing masks and cleaning.**

**Agree**

Yes

### **Tell us how you will do this**

We have held many meetings to discuss all issues arising from COVID 19. We collect contact details of all patrons via the NSW Health QR code.

We have distributed and had a meeting with staff to ensure everyone is aware of the new Covid Rules including vaccination rules

### **Display conditions of entry including requirements to stay away if unwell, COVID-19 vaccination and record keeping.**

**Agree**

Yes

### **Tell us how you will do this**

Our conditions of entry are placed at our entry point, as is a hand sanitiser station. Our plan is also available on our website. All staff are up to date with current restrictions so they can answer many questions

**Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, customers and contractors). For example, ensure posters outlining vaccination requirements are clearly visible, train staff on ways to check proof of COVID-19 vaccination status, remind customers of vaccination requirements in marketing materials. Guidance for businesses is available at: <https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>**

**Note: Staff outside of Greater Sydney who have received one dose of a COVID-19 vaccine are permitted to work until 1 November 2021 when they need to be fully vaccinated.**

Agree

Yes

**Tell us how you will do this**

We have suitable signage to give guidance to all relative information. All patrons will be asked to show proof that they are fully vaccinated.

Documents showcasing the different ways of proving full vaccination have been printed out and are available for all staff.

**People aged under 16 who are not fully vaccinated must be accompanied by a fully vaccinated member of their household.**

**Note: This does not apply to a person aged under 16 who is on the premises to carry out work.**

Agree

Yes

**Tell us how you will do this**

We have suitable signage to give guidance to all relative information. All patrons will be asked to show proof that they are fully vaccinated, including those who are with unvaccinated children under 16 years of age.

Documents showcasing the different ways of proving full vaccination have been printed out and are available for all staff.

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**Physical distancing**

**Capacity at an entertainment facility must not exceed 1 person per 4 square metres in the premises, or 75% of fixed seating capacity of the facility.**

Agree

Yes

**Tell us how you will do this**

We are currently only allowing 1 person per 4 square meters in both our cinemas. Our Point of Sale is set up to only sell this amount of tickets

**Ensure 1.5m physical distancing where possible, including:**

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

**Agree**

Yes

**Tell us how you will do this**

Floor markers will be used to support physical distancing at entry/exit points. Sinks in the bathrooms are already adequately spaced.

We have pre movie signage that asks people to stay distanced and our staff monitor this.

**Avoid congestion of people in specific areas where possible.**

**Agree**

Yes

**Tell us how you will do this**

Floor stickers provided and set up and entry points, in front of bar and at food stations.

**Have strategies in place to manage gatherings that may occur immediately outside the premises, such as pick-up and drop-off zones.**

**Agree**

Yes

### **Tell us how you will do this**

Our numbers do not get large enough for this to be an issue. In saying that we do have a designated driveway for drop offs.

**All patrons must be assigned to specific seats and, as far as is reasonably practicable, remain seated.**

**Singing and dancing by audiences is not allowed in indoor areas.**

**Patrons can only consume alcohol when seated in indoor areas.**

**Agree**

Yes

### **Tell us how you will do this**

No singing or dancing is allowed in the cinemas. Staff monitor where patrons are seated. Alcohol is only allowed if patrons are seated

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## **Ventilation**

**Review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.**

**Agree**

Yes

### **Tell us how you will do this**

Where possible we try and keep good airflow throughout the cafe

**Use outdoor settings wherever possible.**

**Agree**

Yes

**Tell us how you will do this**

This is not appropriate for cinemas

**In indoor areas, increase natural ventilation by opening windows and doors where possible.**

**Agree**

Yes

**Tell us how you will do this**

We do this when possible

**In indoor areas, increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).**

**Agree**

Yes

**Tell us how you will do this**

We do this when possible

**Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).**

**Agree**

Yes

**Tell us how you will do this**

Our ventilation systems are regularly maintained

**Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.**

**Agree**

Yes

### **Tell us how you will do this**

Our building is council owned so it is well maintained due to Property services protocols

## **Hygiene and cleaning**

**Face masks must be worn by staff and customers in indoor areas, unless exempt.**

**Agree**

Yes

### **Tell us how you will do this**

This is a requirement for all staff and patrons

**Adopt good hand hygiene practices. Have hand sanitiser at key points around the facility.**

**Agree**

Yes

### **Tell us how you will do this**

Staff are asked to wash hands for 20seconds with soap consistently throughout the day and especially after touching high-traffic areas. Posters on "how-to wash" are displayed in public bathrooms and staff areas.

There is also sanitizer available at all entry points

**Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.**

**Agree**

Yes

### **Tell us how you will do this**

Soap, paper towel and hand dryers are provided in all bathrooms.

**Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.**

**Agree**

Yes

**Tell us how you will do this**

All doors, handles, tables, chairs and utensils are cleaned regularly throughout the door, especially between meals

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## **Record keeping**

**Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, customers and contractors.**

**Agree**

Yes

**Tell us how you will do this**

We have QR codes for our staff, patrons and contractors readily available so they can check in

**Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.**

**Agree**

Yes



### Tell us how you will do this

We have QR codes for all services and our staff also ensure patrons have checked in

**If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, customers and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.**

Agree

Yes

### Tell us how you will do this

Our staff will check in for patrons who don't have the technology

**Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.**

I agree to keep a copy of this COVID-19 Safety Plan at the business premises

Yes